



Whistleblowing Policy

Introduction

Whistleblowing is 'the disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employee or his/her fellow employees'

(Public Concern at Work Guidelines 1997)

The aim of this policy is to encourage staff who have serious concerns about any aspect of the Academy to come forward and voice those concerns. The policy will set out:

- The type of issues that can be raised.
- How the person raising the concern will be protected from victimisation and harassment.
- How to raise a concern.
- What the Academy will do.

1. What whistleblowing is covered by this policy?

This policy covers whistleblowing relating to alleged:

- Unlawful conduct.
- Miscarriages of justice in the conduct of statutory or other processes.
- Failure to comply with a statutory or legal obligation.
- Potential maladministration, misconduct or malpractice.
- Health and safety issues including risks to the public as well as staff and students.
- Action that has caused or is likely to cause danger to the environment.
- Abuse of authority.
- Unauthorised use of public or other funds.
- Fraud or corruption.
- Breaches of financial regulations or policies.
- Mistreatment of another person.
- Action that has caused or is likely to cause physical danger to any person or risk serious damage to academy property.
- Sexual, physical or emotional abuse of staff members or students.
- Sexual harassment.
- Unfair discrimination or favouritism.
- Racists incidents or acts, or racial harassment.
- Any attempt to prevent disclosure of any of the issues listed.

2. How to raise a concern:

2.1 You may raise a concern either in person or in writing. The earlier you express your concern, the easier it is to take action. The Global Academy would encourage you to put your name to your allegation as this makes it easier to look into the matter, protect your position and give feedback.

2.2 You should first raise a concern with your Line Manager, setting out the background and history of the concern and the reasons why you are concerned about the situation. If you are unable to raise the concern with your Line Manager, you should go to the Principal (unless the concern involves the Principal, in which case the issue should be taken to the Chair of Governors).

2.3 You would not be expected to prove your concern is true but you should be able to demonstrate that there is reasonable ground to raise the issue.

2.4 It is acceptable to discuss the matter with a colleague and you may then go on to raise the concern jointly.

3. How the concern will be dealt with

3.1 Once you have raised your concern, it will be looked into to assess what action should be taken. You will be told who is handling the matter and how to make contact with them. A meeting may be held and you will be invited to attend. You will be given the opportunity to bring a companion with you who should be either a union rep or a colleague.

3.2 If appropriate, the matter will be passed to the relevant external agencies (e.g. the police). You will be informed if this happens.

3.3 Within 10 days of the concern being raised, the person handling the matter will write to you outlining the following:

- Indicating how the Global Academy proposes to deal with the matter.
- Giving an estimate of how long this should take.
- Telling you whether any initial enquiries are being made.
- Telling you whether further investigations will take place, and if not, why not.

4. Assurances to staff

4.1 If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any form of retribution. If you are acting in good faith, it does not matter if you are mistaken. However, the Global Academy will view very seriously any false or malicious allegations made under this policy and these may result in disciplinary action being taken against the accuser.

4.2 The Global Academy will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

4.3 If you ask us to protect your identity, we will not disclose it without your consent. However, it may not be possible to resolve the concern without disclosing this in which case, we will discuss with you how to proceed.

5. Additional support

Additional advice on whistleblowing can be obtained from public concern at work, the whistleblowing charity found via the following link: <http://www.pcaw.org.uk> or by phoning 020 7404 6609.